



HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY
817 STEWART AVENUE (REAR) GARDEN CITY, NY 11530-4802
(516) 222-9140 FAX (516) 222-9146



NEW YORK WING SUPPLEMENT #1
TO CAPR 66-1 (1FEB00) and C1 (12JAN01)

1 JANUARY 2005

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

This supplement prescribes the responsibilities of all CAP personnel as applicable to the centralized maintenance management of CAP Aircraft in relation to local conditions and procedures within the New York Wing. Suggestions for modification and improvement of the CAP flight management program should be forwarded through the chain of command to the New York Wing Headquarters Director of Operations (**DO**).

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Section 1 - Documentation / Reporting of Discrepancies (CAPR 66-1, 2 - 8)

- a. Pilots will document all discrepancies using the discrepancy log in the standardized aircraft binder and notify the appropriate contacts (FRO, Maintenance Officer, etc...) within their group. Non-Flight Critical or Non-Mission-Critical discrepancies may be deferred until the next maintenance cycle (50 Hr, 100 Hr / annual inspection).
- b. If an aircraft is grounded due to a maintenance discrepancy, the following actions shall be taken (also applies to out-of-service maintenance for scheduled inspections):
 - 1) Placard the aircraft with the "Grounded" sign located in the aircraft binder.
 - 2) Notify local Flight Release Officer(s) of the grounded status
 - 3) Notify the appropriate Group point-of-contact for aircraft maintenance

Note: In the case of a CAP pilot finding the discrepancy, the pilot will place the placard and notify the FRO(s) and/or responsible individual such as the Group Maintenance Officer/Crew Chief. In the case of time-out of required actions such as oil change, 100 HR/Annual Inspection, Transponder Certification, etc., the Maintenance Officer or assigned group person, may placard the aircraft and notify the FRO(s)

OPR: DO

4) Designated individual (Group Operations Officer or Group Maintenance Officer) log into the NYW Web page (<http://www.nywg.cap.gov>) and go to the “Operations page”. At the operations page, click on the link “**Link to Status Update**”. This will bring up a web form that allows an individual to report an aircraft/vehicle out of service and for what reason. Select the aircraft tail number and change the active flag to out of service and then enter the date the A/C is out of service and reason. This information when submitted is sent to several key individuals.

5) Initiate Maintenance Authorization request/action per sections 2 and 3 of this supplement, depending on circumstances.

c. When the discrepancy is corrected, the designated CAP individual shall complete the corrective action section of the discrepancy log in the standardized aircraft binder, identifying the action taken, date corrected, and signing and dating the respective block. When all items listed on a particular discrepancy page have been cleared, the page may be removed from the binder and retained in the group files. Official entries in the Aircraft Log Books are the responsibility of the aircraft mechanic who performs the work.

d. When an aircraft is returned to service, have a designated individual log into the NYW Web page (<http://www.nywg.cap.gov>) and go to the “Operations page”. At the operations page, click on the link “**Link to Status Update**”. This will bring up a web form that allows an individual to report an aircraft/vehicle back in service and for what reason. Select the aircraft tail number and change the active flag to in service and then enter the corrective action taken and date aircraft is back in service.

Section 2 - Maintenance Authorization Request Procedure (CAPR 66-1, 2 - 8)

a. For all aircraft maintenance actions, groups must obtain **prior approval / work order authorization** from the Wing A/C Maintenance Officer (**DOM**). Exception to this is identified in Section 3. When requesting maintenance approval/work order authorization, either of two methods identified may be used:

b. Log into the NYW Web page (<http://www.nywg.cap.gov>) and go to the “Operations page”. And select “**Link to Request Maintenance**”. Complete the data fields and press SUBMIT. This data will be automatically mailed to several operations/maintenance staff personnel (Preferred Method).

c. If Internet access to the web page is not available, an alternate method would be to complete NYWF 66 Request for Aircraft Maintenance Authorization (Attachment 2) and FAX or send as e-mail attachment to **DOM**.

Either of the two methods indicated above, requires the information listed below:

- 1) Aircraft Tail Number
- 2) CAP point of Contact (for work order authorization, details, parts, etc...)
- 3) Nature of the discrepancy
- 4) Proposed Maintenance Facility Name/Location/Address/Phone/FAX
- 5) Estimates cost based on shop hourly rate and number of hours to complete job
- 6) Parts Required information including P/N and locally supplied cost (if shop were to supply)
- 7) Other costs if applicable
- 8) Estimated Return-to-Service time (If known)

d. For maintenance actions requiring parts, **DOM** may elect to have CAP supply the parts vs. the local repair station. When submitting a request for parts, include the required part numbers, the shipping address to ship the parts to, and the cost(s) if the FBO /local maintenance vendor were to supply them. **DOM** may need to consult with NHQ CAP/LGM supplying the parts vs. purchasing them locally. **DOM** will be the final determination regarding whether the parts can be procured locally from the shop doing the maintenance, or whether the Wing or NHQ CAP/LGM will supply the parts.

e. In some cases **DOM** will be required to share information with, and offer recommended action, to the Wing Director of Operations (**DO**), Wing Finance Officer (**FM**), Wing Vice Commander (**CV**), or Wing Commander (**CC**), as part of the decision making process. **Additional concurrence and approval may be required before release of Purchase Order Numbers.** This will allow command and financial oversight to predict budgetary impact on the Wing. If after such determination that funds will not be available to cover the costs of the work; the aircraft will remain grounded until such time that adequate funds will be available to cover the maintenance expense. **Do not submit requests from the Group level direct to the CC, CV, or DO.**

f. Wing **DOM** will provide a Work Order Number and/or Wing Purchase Order. All vendor invoices and other documents **must reference** this Work Order Number. Please note that in some instances, Wing will obtain funding authorization from NHQ CAP/LGM for Major Maintenance repairs and compliance with Service Bulletins / Airworthy Directives. This request process takes extra time and must be submitted through channels. Please observe any special instructions regarding where to send the vendor invoice and what control numbers to reference.

g. Upon completion of authorized maintenance, the local CAP representative is to receive the **original invoice** from the vendor. Aircraft Tachometer and Hobbs readings should be noted on the invoice. Maintenance completed should be verified to the extent possible and the original invoice must be attached to a NYW Form 90 "New York Wing Civil Air Patrol Invoice Approval Form" (ref: Attachment 3), which is to be completed and signed off locally, before being submitted to **DOM**. **DOM** will review invoice, approve, and submit to Wing Finance (**FM**) for payment.

h. At the discretion of the **DO** and/or **DOM**, the aircraft may be sent to another facility for repairs. This decision will be based upon the nature of the discrepancy, past history, predicted scheduling delays, or other factors including estimated repair costs. The **DOM**, **DO**, and/or **CV**, acting on behalf of the Wing Commander, reserve the final judgment on selecting the vendor.

i. When an aircraft is approaching a progressive maintenance milestone (50 Hr. Oil Change, 100 Hr. Inspection, Annual Inspection, Pitot-Static System Re-certification, etc.), pre-coordination of maintenance activities should begin prior to reaching the run-out tachometer time or expiration calendar date using procedures identified in paragraphs b or c of this section.

j. Unless specifically directed by **DOM**, all 100-hour inspections shall be performed as Annual Inspections and so noted in the aircraft log books.

Section 3 Emergency Minor Maintenance Localized Authorization

a. Locally (Group Level) authorized emergency repairs to an aircraft that is found to have a minor maintenance discrepancy, that otherwise grounds the aircraft, may be accomplished to **restore the aircraft to flying status** (un-grounded) provided that the following conditions are met:

- 1) Condition causes the aircraft to be grounded
- 2) Repair is minor in nature (Examples: Flat Tire, Nose Strut needs air, Spark plugs fouled, Battery dead, etc.)
- 3) Timing / situation is such, that maintenance pre-approval process would negate the flight that day
- 4) Total repair costs which include parts, labor and taxes are **not to exceed \$ 120.00**
- 5) Repair would restore the aircraft to flyable status in timely manner.

b. Documentation of the local approval process :

- 1) Keep blank copies of Purchase Order Form (NYWF 91) in aircraft Binder
- 2) Local Group Representative to authorize emergency repair (see section 3d).
- 3) PO Number Format to be used is ER (Emergency Repair) Month/Day (MM/DD)-last 4 digits of tail number. Example for a repair for 222NY on November 20th would be PO # ER1120-22NY
- 4) Locally Authorizing individual placed their name on the NYWF 91 in the authorization block

c. Minor Maintenance Ground Rules:

- 1) Authorization to **restore** an otherwise grounded aircraft **to flyable condition** in short time, usually the same day.
- 2) Process **not to be used** for maintenance items that can be deferred until next milestone maintenance cycle (Annual Inspection, 50 hr oil change, etc....) **or routine** milestone maintenance (oil changes).
- 3) Process stops if maintenance action discovers repair is more costly and/or major parts are needed. Then the normal submission approval process must be followed per section 2. A separate authorization and PO from **DOM** is then required.
- 4) Process not to be followed for repeat instances (nose strut found collapsed for next flight after being pumped up) of same problem
- 5) Does not authorize C9 flight to another location for repair.

d. Group Commanders are to develop a localized procedure of who within the group (Group DO, Group Maintenance Officer/Crew Chief, FRO, pilots, etc...) can actually locally authorize the emergency minor maintenance action. These individuals should be identified in writing to **DO** and **DOM**.

e. **Required Follow-Up Notification** to Wing Maintenance Officer. Submission of web based maintenance request must be within 48 hours, with problem identification, resolution, PO number used, and confirmation that aircraft was restored to flight status. Hard copy date stamp required. Use Web submission, e-mail or FAX. Telephone notification to NY DOM is not acceptable. **Failure to submit this follow-up notification within 48 hours will result in the Group bearing the financial responsibility to locally pay for the repair action.**

f. Normal sign-off and submission of Invoice Approval Form (NYWF 90) with original invoice per section 2(g) will be accomplished.

g. Instances of questionable actions taken or possible abuse of this emergency minor maintenance authorization will be reviewed by the **DO, FM, and CV**. If the review determines that inappropriate actions were taken regarding execution of emergency minor maintenance authorization, the group will bear the financial responsibility for paying the costs incurred in that instance and **if necessary, this may result in a potential IG Investigation involving Fraud, Waste and Abuse (FWA) if it is determined that the repair was accomplished not according to these guidelines as specifically stated.**

Section 4 Pilot/CAP Member Performed Maintenance Actions

a) Pilot/CAP Member performed maintenance activities are limited to those **specifically authorized** by the National Commander, Northeast Region Commander, and CAPR 66-1. Refer to policy letters, National Commander's Letter(s), Region Commander's Policy/letter(s) and other regulatory guidance material.

Section 5 Aircraft Log Books

a) Airframe, Engine and Propeller Log Books are to be kept in the Aircraft at all times.

b) **CAP Standardized Aircraft Binder cover shall be updated upon completion of milestone actions to reflect new dates, tach times, and other information relevant to next cycle due information (Annual, Oil Change, etc.)**

Section 6 - Engine Oil Analysis - CAPR 66-1 (10c)

1. Oil sample kits may be ordered from **DOM** prior to an aircraft undergoing an oil change. Only the oil sample kits supplied by **DOM** are the ones to be used.
2. Return address on Oil samples taken from CAP aircraft should reflect the following:

**HQ New York Wing Civil Air Patrol
Attn: DOM
817 Stewart Ave (Rear)
Garden City, New York 11530**

3. **DOM** will forward a copy of the results to the respective Group. CAPR 66-1 requires copies of oil analysis to be retained with the aircraft logs.

Section 7 - Transport Authorization

- a. Permission to use the **C9** code for transport flights to/from maintenance shall be obtained (in order) from either the **DOM** or **DO**, prior to conducting the flight. Failure to obtain permission to use the **C9** code will result in the pilot and/or Group being billed for the aircraft flight. Ferry time should be requested on the same web based form or NYWF 66 along with the maintenance action. When justifying ferry time on the monthly aircraft utilization report, reference the PO number and name of issuing authority.


Section 8 - Survival Kit - CAPR 66-1 (11h)

- a. CAPR 66-1 11-h indicates that each wing shall determine an appropriate survival kit. Based on FAA Pamphlet FAA-P-8740-59, "Land Survival: Are you Prepared?" AFS-803 dated 1999; Attachment 3 contains a listing of items that shall comprise the minimum survival kit to be carried on all NY Wing Aircraft. Individual pilot carried survival kits/items do not satisfy the requirements of having a aircraft kit. Groups will be required to fund and maintain the survival kits contained on aircraft assigned to their area. While attachment 4 identifies the minimum equipment contained in the kit, local groups are encouraged to supplement the list as desired. Kit shall contain an identification tag listing the inventory and weight. Kit items that have a shelf life shall be replaced on a periodic basis IAW the manufacturer's recommendation or expiration date.
- b. Individual aircrew members are encouraged to assemble and carry personal survival equipment in a vest or kit form. Consideration should be given to environmental conditions and weight. Individual kits shall contain appropriate identification of ownership, inventory of items and weight.

Section 9 - Financial Accounting - Flying Hour Costs - CAPR 66-1 (14b)

1. Flying Hour costs to be paid to New York Wing for non-reimbursed flights are according to the schedule in Attachment 6. Aircraft operating costs are reviewed as necessary and adjustments made to the "Flying Hour Costs" charged by Wing.

**KYM JENNINGS, Captain, CAP
Director of Administration**


**AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander**



DISTRIBUTION:

**2 ea - NHQ CAP/DO, NER/DO
1 ea - NY Wg
CC/CV/CS/DA/DO/DOM/DOS/FM
1 ea - NY Wg Group
1 ea - NY Wg Squadron**

CURRENT MAILING ADDRESSES

Mailing Address for NY Wg/DOS

**Lt Col Bill Hughes, CAP
4667 Boynton Road
Walworth, NY, 14568**

Mailing Address for NY Wg/DO

**Lt Col Steven Perta, CAP
7487 Coleman Mills
Rome, New York 13440-7207**

Mailing Address and Contact Information for NY Wg/ DOM

**Lt Col James Pierson, CAP
NY Wg/DOM
17 Countryside Road
Fairport, New York 14450-2829
Home 585-385-1091
FAX 585-385-7628
Cell 585-233-6406
E-mail: jpierson@rochester.rr.com**

Mailing Address for NY Wg/FM

**New York Wing, CAP
Attn: FM
817 Stewart Ave (Rear)
Garden City, New York 11530**

Mailing Address for NY State Director, CAP-USAF Liaison

**State Director, CAP-USAF Liaison NY
1 Air National Guard Way
Scotia, New York 12302**

New York Wing Civil Air Patrol
Request for Aircraft Maintenance Authorization

Date of Request: _____ *Aircraft Tail Number:* _____

CAP Point of Contact: Name: _____ *Phone:* _____

E-mail: _____ *Other:* _____

Nature of Maintenance Requested: _____

Proposed Vendor: Vendor Name: _____

Location: _____ Phone Number: _____

Hourly Shop Rate: \$ _____ Estimated # of Labor Hours: _____

Estimated Total Labor Cost: \$ _____

Other estimated costs: _____

Parts Required: Part Description Part Number (if known) Source

NYW DOM to determine Source of parts

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parts Shipping Address: _____

Approved: _____ Date: _____
NYW Aircraft Maintenance Officer

Approved: _____ Date: _____
NYW Vice or Wing Commander

NY Wing Work Order # _____

Follow-Up: NYW Form 90 and Original Invoice Received (Date): _____

NYWF 66(1 JUL 02)

ATTACHMENT 2

New York Wing Civil Air Patrol

Invoice Approval Form

Form must be typed or computer generated

Date of Invoice: _____ Date Form Submitted: _____

Aircraft/Vehicle ID: _____ Total Payment Requested: \$ _____

Vendor Invoice #: _____ Wing Work Order #: _____

Vendor to be paid: _____

Street: _____

City, State, Zip: _____

In Payment for: _____

Approved by (Printed Name): _____

Approver Signature and Date: _____

Notice: All invoices and receipts must be attached to this request. Invoices sent to CAP National HQ directly by vendor will not be paid until vendor reissues in the name of New York Wing. Bills not approved by New York Wing HQ in advance will not be reimbursed, and are the sole responsibility of the unit incurring the charge.

Approved to Pay: _____

Aircraft Maintenance Officer _____ Date _____ Vehicle Maintenance Officer _____ Date _____

Emergency Services Officer _____ Date _____ Counter Drug Officer _____ Date _____

Chief of Staff or designee _____ Date _____ Wing Commander _____ Date _____

Wing Finance Officer _____ Date _____

For Wing Headquarters use only

Paid: ☐ Wing Check #: _____ Date: _____

Denied: ☐ Reason: _____

Attach additional page if more detail required

Who Contacted: _____ Date: _____

Signature of Wing Commander, Finance Officer or Designee

INSTRUCTIONS FOR COMPLETING NY WG FORM 90
NOTE: ALL FORMS MUST BE TYPED OR COMPUTER GENERATED!

TO BE FILLED OUT AT THE GROUP LEVEL:

Top section:

- a) *Date of Invoice:* Actual date listed on attached invoice.
- b) *Date Form Submitted:* Date you filled out this form.
- c) *Aircraft/Vehicle ID:* Tail Number of aircraft, ID assigned to corp vehicles or other identifier.
- d) *Total Payment Requested:* The total amount to be paid.
- e) *Vendor Invoice #:* Vendors specific numbers identifying this invoice.
- f) *Vendor to be Paid:* Name and address of vendor to be paid.

Explanation section:

- a) *In Payment for:* Show sufficient detail explaining what this invoice is for. Example: "Annual aircraft inspection and listed approved repairs."

Approved by section:

- a) *Signature of Group Commander, Maintenance Officer or Designee:* MUST be signed by one of the preceding officers, signifying that the invoice has been examined, found to be correct and accurate, and is approved for Wing to pay. Upon receipt of this signature, this form will be attached to the invoice in question and forwarded to the Wing Maintenance Officer for processing.

TO BE FILLED OUT AT THE WING LEVEL:

Approved to Pay section (continued):

- b) *Signature of appropriate Wing Officer or Designee:* To be signed upon receipt and verification by appropriate Wing Officer or designee, verifying concurrence with Group recommendation to pay.
- c) *Signature of Wing Commander, Finance Officer or Designee:* Must be approved by one of the forgoing before a check is to be issued to the vendor in question.

Denial of Payment section:

- a) *Paid Checkbox:* Check this box to indicate this invoice was paid.
- b) *Wing Check #:* Enter the number of the Wing check issued against this invoice.
- c) *Date:* The date this check was mailed to the vendor.
- d) *Denied Checkbox:* If this box is checked, Wing HQ must indicate why this invoice will not be paid by Wing, and this form and the attached invoice are to be sent back to the Group for payment locally.
- e) *Reason:* A brief explanation of why Wing is not responsible for this invoice.
- f) *Who Contacted:* Indication by Wing HQ as to who was contacted at the Group regarding this invoice and the fact that Wing is not responsible for it.
- g) *Date:* When the local unit was contacted about this invoice.
- h) *Signature of Wing Commander, Finance Officer or Designee:* Approval signature showing that one of the preceding officers was aware that this invoice was being referred back to the Group for payment locally.

New York Wing A/C Minimum Aircraft Survival Kit Inventory

First Aid Kit (Components in airtight container)

- Various Size Adhesive Bandages
- Compress
- Tape
- Trauma Dressing
- Antihistamine
- Analgesic (for pain relief)
- Lightweight Survival (space) Blankets (1 per crew member)
- Waterproof matches in a waterproof container
- Candles
- Signal Mirror
- Multi-function knife
- Liquid Filled Compass
- Small Flashlight and extra set of batteries
- Large Plastic trash Bags (6 each)
- 50 feet light weight line (parachute cord)
- Aluminum Foil, one roll
- Work Gloves
- Sunscreen (SPF 30 or greater)
- Mosquito repellent
- Liter of Bottled Water (1 per crew member)
- Copy of FAA Pamphlet FAA-P-8740-59, "Land Survival: Are you Prepared?" AFS-803 dated 1999

Based on FAA Pamphlet FAA-P-8740-59, "Land Survival: Are you Prepared?" AFS-803 dated 1999

Note:

- 1. Kit to contain a label with kit contents and weight.**
- 2. Replace items with shelf life/expiration per manufacturer's recommendations.**



ATTACHMENT 5

Financial Accounting -Flying Hour Costs- CAPR 66-1 section (14b)

Effective 21 June 2004, the method/hourly rate paid to NY Wing for Corporate Aircraft Flights under the **non-reimbursable B category** is:

B9, B10, B11, B13, B18, B99- When appropriately authorized, use CAPF 108 reimbursement rate + Original Fuel Receipts unless otherwise directed. **No local surcharges to be added to this amount**

B12 and B17- C-172 Aircraft (regardless of type of C-172) \$47.00 *
C-182 Aircraft \$ 58.00 *

B14 Missions approved under an MOU (DEPCAP) are reimbursed at rates and through procedures, identified in the MOU

Effective 21 June 2004, the method/hourly rate paid to NY Wing for Corporate Aircraft Flights under the **non-reimbursable C category** is:

C8, C15, C19, C20, C99- C-172 Aircraft (regardless of type of C-172) \$47.00*
C-182 Aircraft \$ 58.00 *

C9- This must be pre-approved by **DO** or **DOM**. No submission of payment required.

C14, C18, C911- When appropriately authorized, use CAPF 108 reimbursement rate + Original Fuel Receipts unless otherwise directed. No local surcharges to be added to this amount.

C16, C17- C-172 Aircraft (regardless of type of C-172) \$57.00 *
C-182 Aircraft \$ 68.00 *